

**TOWN OF EAST WINDSOR
WATER POLLUTION CONTROL AUTHORITY**

Minutes of Special Meeting of December 6, 2012

Members Present: Paul Anderson, Tom Davis, Jim Barton and Chuck Riggott (Alternate)

Members Absent: Dave Tyler and Peter Pippin

Others Present: WPCF Superintendent E. Arthur Enderle III, Chief Operator Ed Alibozek and Recording Secretary Laura Michael

Time and Place

Paul Anderson, Chairman, called the meeting to order at 4:00 p.m. at the WPCA Administration Building, 192 South Water Street, East Windsor, CT

I. Explanation of Quality Base Selection Process by Steve Muollo, CT DEEP

Mr. Enderle explained that Dennis Greci of the CT DEEP put him in touch with Steve Muollo who is a staff engineer with the DEEP. Mr. Enderle explained that the town needs to retain the services of an engineer to get state funding. If they don't use the QBS process, they jeopardize funding. Mr. Enderle introduced Mr. Muollo to the Board. Mr. Muollo provided an outline of the Quality Based Selection Process for Clean Water Funding. The first step is to identify the problem or the reason for doing something. Mr. Enderle felt they would be looking at a rate study, rehabilitation of pump stations and the collection system. The second step is to select an engineering consultant; QBS is based on qualifications, not cost. An interview committee would be formed, publish a request for qualifications, develop a ranking system, rank the qualification packages, form a short list and interview and rank firms. The third step is to negotiate a scope and fee with the firm. Mr. Riggott asked if the commission makes the qualifications. Mr. Muollo explained that a committee would form the questions and qualifications. The committee would consist of commission members, town staff, superintendents from surrounding towns that have been through the process and a DEEP representative. They would decide what to focus on for qualification. Mr. Enderle reported that the state would pay for 55% of the cost of the study. Mr. Muollo explained that they would pay 55% of what would qualify. The state would reimburse 55% with the WPCA liable for 45%. Mr. Alibozek asked where the funding comes from; Mr. Muollo replied the State Clean Water Fund. Mr. Muollo explained that they would need to file an application with the Clean Water Fund. Mr. Enderle felt that having Mr. Muollo involved would help with knowing what would be allowed. Mr. Muollo explained that when a scope and fee have been negotiated, they can submit a draft to the DEEP for review. Mr. Enderle said they would need to be specific when they negotiate the scope of services. Mr. Riggott asked where East Windsor ranks on the state priority list. Mr. Muollo said it is not on the list, but would qualify for this study. Mr. Anderson feels that this is needed to insure proper operation of the plant in the future. Mr. Enderle explained that professional help will be needed at some point; they need to be prepared. Mr. Enderle stated that there is no cost at this point other than placing an ad in the paper; there is nothing saying they have to hire an engineer. Mr. Alibozek said there would be no penalty from the DEEP for not using services. Mr. Muollo agreed as long as there are no problems. He can provide a sample of the ad that would need to be placed in the paper. Mr. Anderson reported that they don't have to do anything now; they're not in dire straits, but they have to maintain because things can deteriorate very quickly. Mr. Enderle asked Mr. Muollo to explain an NOV; Mr. Muollo explained that an NOV is a notice to violation with a fine of \$10,000 per day. Before an NOV is issued, a consent order is given. He explained that NOV's are for chronic problems. Mr. Enderle explained they need to see where they are going for the next 20 years. Mr. Muollo suggested they put together an ad and have engineers come and look at the plant; this is a way to get information. Mr. Enderle said they need to get ready for the ad. He asked Mr. Muollo for a suggested time frame. Mr. Muollo felt 4 or 5 weeks. Mr. Barton explained that the first step is to identify the problem. Mr. Anderson felt they need to get documentation together and schedule to get together before the next regular meeting. Mr. Muollo suggested breaking the services into pieces or tasks; focus on small parts at a time. Mr. Enderle explained they will need to work on the scope of what they want the engineering firms to do. He asked Mr. Muollo if he could be involved. He replied that he could review it but he can't study the town and tell them what to

do. They will have to put together an interview committee; they will invite the Town Engineer, plant staff, commission members, Superintendents from surrounding towns and a DEEP representative.

Mr. Enderle expressed his appreciation to Mr. Muollo for his time today and also for the half day he spent at the plant. Mr. Anderson thanked Mr. Muollo.

II. Adjournment

The meeting adjourned at 4:55 p.m.

Respectfully submitted,

Laura Michael
Recording Secretary